

## SECTION 7 DATA BASE UPDATE

### 7.1 TABLES

The DSE Parts Data (Windows Based MPCASS) uses an ORACLE data base. Tables have been built to the data base. Each table has data elements that pertain to processes of the DSE Parts Data executable. Some tables are updated temporarily until the authorized person approves an action (example: maintenance to Activity Code). Other tables are updated immediately when inputs are made. See appendix A for complete list of data base tables and data elements in each table. Queries may be made to these tables by using the AD HOC portion of this system. A brief summary of the tables follows:

- a. Activity Code Tables. These tables contain maintenance and current Activity Code list information. Note that Leader ID field is only displayed at DSCP.
- b. Commodity And Government Entity (CAGE) Tables. These tables pertain to maintenance and current military or industry standard CAGE list.
- c. Checklist Tables. These tables contain maintenance and current Checklists available, based on Federal Supply Class (FSC). Temporary tables are available that store information when a checklist is being initially built and not finished in one session.
- d. Comment Tables. These tables pertain to maintenance and current Comment Glossary list.
- e. Contract Tables. These tables contain information about the contract number, additional part level requirements, subcontractor (and details), contractor (and details), military office (and details), cross-reference from prime to secondary contractor numbers, and a list of contractor requested data.
- f. Diminishing Manufacturing Sources (DMS) Tables. These tables pertain to maintenance and current DMS information against a particular part number and CAGE.
- g. Engineering Item Code (EIC) Tables. These tables pertain to maintenance and current information about the EIC list.
- h. Environmental Code. This table pertains to the environmental code remark and its abbreviated version.
- i. Evaluation Tables. These tables contain information about the evaluation, part number, correction, compression, history, document evaluation, resubmittal checklist, elements and final elements, and justification.
- j. Federal Supply Class (FSC) Tables. The FSC tables pertain to the FSC assignment and transfer information, if applicable.

k. Government-Industry Data Exchange Program (GIDEP) Tables. The GIDEP Tables pertain to the cross-reference to Alert Numbers and part number and maintenance information.

l. Identification of Military Parts Approved Consistently (IMPAC) Tables. The IMPAC tables provide information about scan-skip-scan routine, maintenance, and cross-reference to Service Activity Code and Environment Code exclusions.

m. Inactive for New Design Tables. These tables contain the Inactive for New Design information (replacement document and part number) and maintenance records.

n. Leader/Manager Tables. These tables include information for recording leader/manager combinations and signature blocks.

o. Notification Tables. The notifications tables include contract error, delinquent letter, document, control number, basic package control, evaluation error, feedback override, IMPAC, IMPAC-PCMF, PPSL Error, Government Furnished Baseline and Withdrawal, and bulk input error information.

p. Problem Part Tables. These tables provide problem part list and maintenance records.

q. Report Tables. These tables keep all the information about all the reports displayed for the application.

r. Sequences. These tables are kept for sequencing contract code assignment, actions within an evaluation, and IMPAC sequence numbers.

s. Site Table. This table identifies the application center.

t. Tracking Table. This table is kept to record control number information (uploads, deletes, and reassignments).

u. Upload Tables. These tables contain all the information that is uploaded and what is moved to backed up once the upload takes place.

v. User Tables. Several tables record the user, and pertinent information about the user, the user functions, encrypted password, authorized functions, OPI, and User Chief. Another table is used to keep track of temporary user function assignments.

## SECTION 8 ACCESSING THE DSE PARTS DATA APPLICATION

### 8.1 PARTS DATA

After you log on to the DSE Parts Data application, the system displays the DSE Parts Data window. From this window, you can access various queries, Parts Data and functions through toolbar icons or menu bar options. The menu bar items are explained in Section 7.1.1 through 7.3.7 below. Notice that icons are displayed beside most items on the drop-down menus. Those same icons are displayed on the toolbar. Use the mouse to highlight an icon on the toolbar for an explanation of the icon's purpose. To select functions either use the drop-down menu as described below or use your mouse to point and click directly on the toolbar icons.

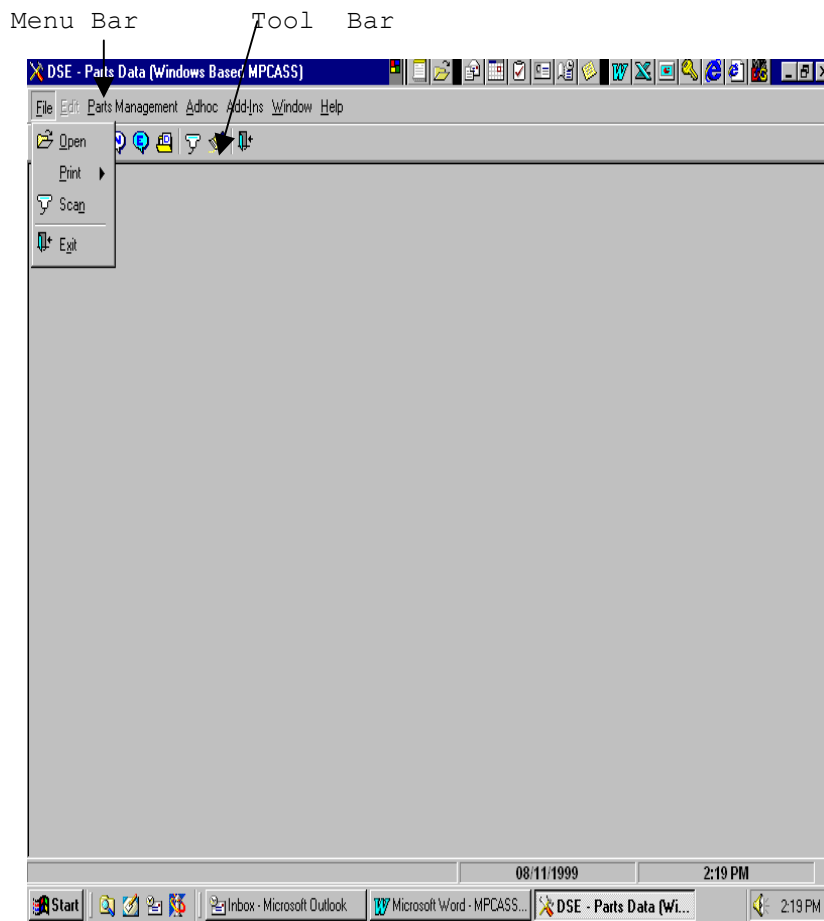


Figure 8.1a - DSE PARTS DATA INFORMATION WINDOW

### 8.1.1.1 ACCESSING FILE OPTIONS

To access File options:

- a. On the DSE Parts Data Information window, select File from the menu bar by clicking on it with the mouse or by depressing ALT and F on your keyboard. The following drop-down menu appears:

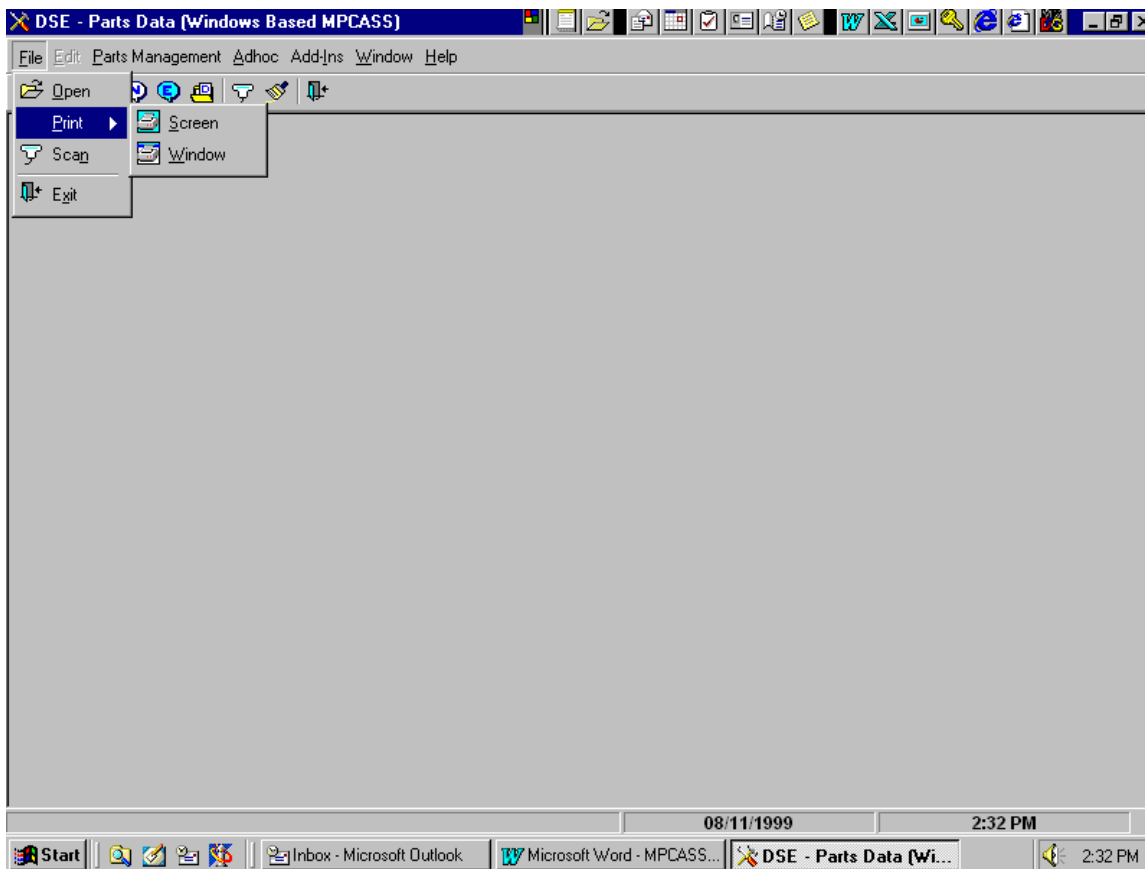


Figure 8.1.1a - PARTS DATA INFORMATION WINDOW FILE DROP-DOWN MENU

- b. Select the desired option from the table list below. The table list identifies the functions on the File drop-down menu of the Parts Data window. Each option is described in greater detail in Sections 8.1.2 through 8.3.7

File menu options:	Perform these functions:
File: <u>O</u> pen	Opens saved data stored in folders. See Section 8.1.2
File: <u>P</u> rint	Prints either, the screen or the contents of the window. See Section 8.2.
File: <u>S</u> can	Opens the Parts Data Image Viewer window. Allows a document to be scanned into the Parts Data application. See Section 8.3.
File: <u>E</u> xit	Exits the DSE Parts Data application.

### 8.1.2 OPENING A FOLDER

To open a folder:

- a. On the DSE Parts Data window, select the Open option from the File drop-down menu or click the Open icon on the toolbar. The system displays the Folder Explorer window:

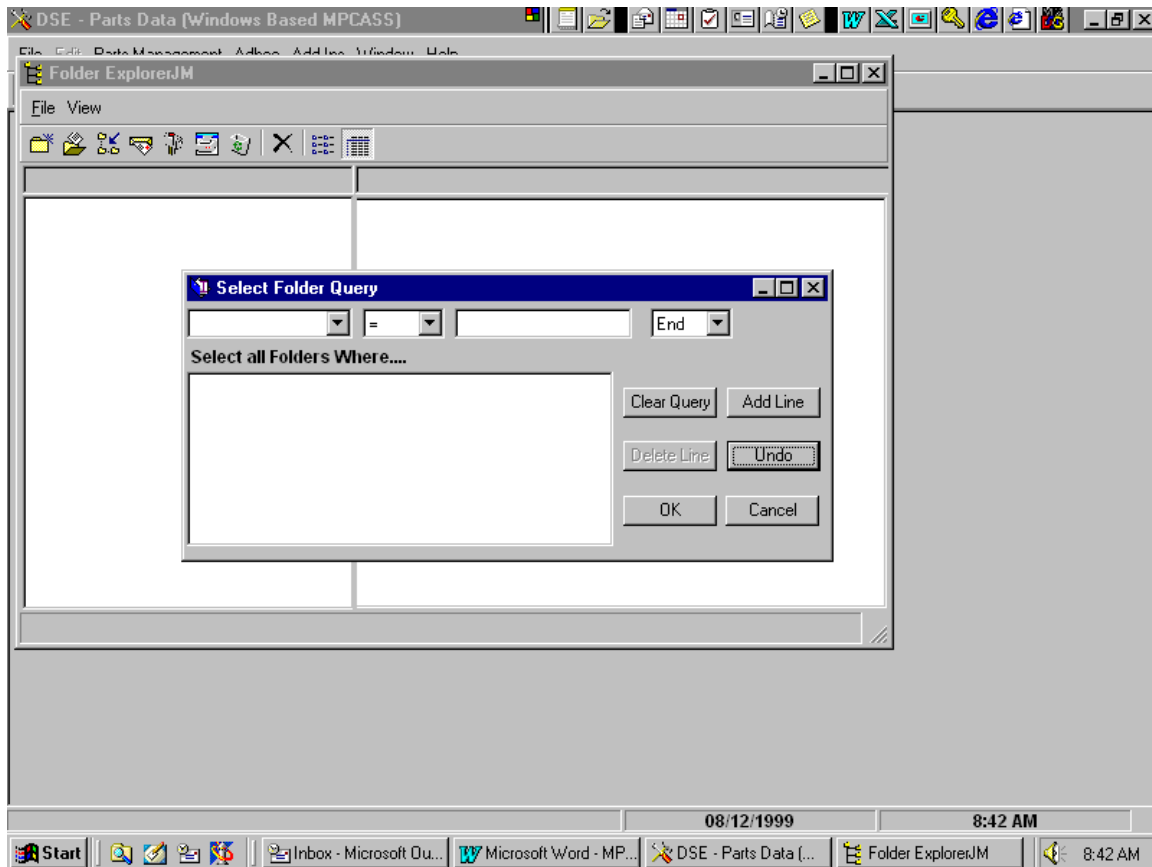


Figure 8.1.2a - DSE EXPLORER WINDOW AND QUERY WINDOW

b. The Folder Explorer window offers the following options on the File drop-down menu. Sections 8.1.2 through 8.2 describe these options. Notice that either the New option or the Refresh option can be used to open a folder.



Figure 8.1.2b - FILE DROP-DOWN MENU ON THE FOLDER EXPLORER WINDOW

c. The table below describes the menu bar options on each of the drop-down menus on the Folder Explorer window. Notice that each of the icons in Figure 8.1.2b is also displayed on the toolbar of the Folder Explorer window. On the Folder Explorer window, access any menu bar options either through the drop-down menus on the menu bar or through the icons on the toolbar.

<u>MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>F</u> ile: <u>N</u> ew	Creates a new folder or subfolder. See Section 8.1.3
<u>F</u> ile: <u>I</u> nsert Form	Inserts a document such as a Microsoft Word document or a Microsoft Excel document into a folder or subfolder. See Section 8.1.4.
<u>F</u> ile: <u>R</u> efresh	Opens an existing folder. See Section 8.1.5.
<u>F</u> ile: <u>P</u> roperties	Displays the Update the FOLDER NAME Folder window. Allows users to change the Folder Name. See Section 8.1 XX.
<u>F</u> ile: <u>M</u> ail	Accesses the mail application.
<u>F</u> ile: <u>P</u> rintWin	Prints the active window.
<u>V</u> iew: <u>L</u> ist	Lists only the names of the folders, documents, or forms in the Contents of Folder column on the Folder Explorer window. See Section 8.1 XX.

#### MENU OPTIONS

#### PERFORM THESE FUNCTIONS

View: Details

Lists the name of the folders. See Section 8.1 XX.

Edit: Delete

Deletes a highlighted folder or subfolder and all of its contents. See Section 8.1 XX.

#### 8.1.3 CREATING A NEW FOLDER

To create a new folder:

a. On the Item Information window, select Open from the File drop-down menu or select the Open icon on the toolbar. The system displays the Folder Explorer window (Figure 8.1.3a).

b. On the Folder Explorer window, select the New option from the File drop-down menu or click the New icon on the toolbar. (The menu bar displays the icons beside the options.) The system displays the Create New Folder window below.

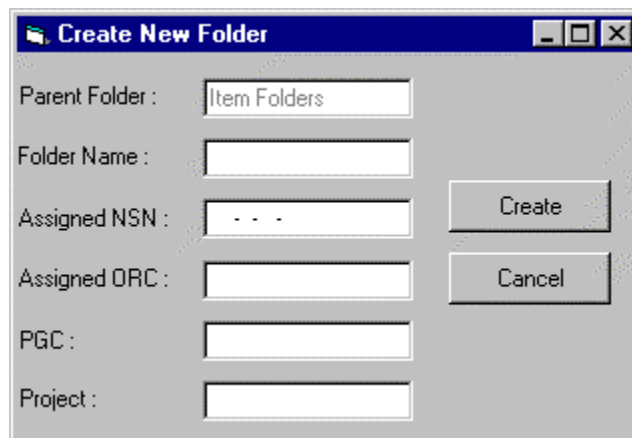


Figure 8.1.3a - CREATE NEW FOLDER WINDOW

c. Complete the fields on the Create New Folder window. Folder Name and Control Number are mandatory fields.

d. Select Create. The system redisplay the Folder Explorer window. Notice that this time where there is a plus sign preceding the folder in the DSE Parts Data column.

e. Click on the plus sign to display the subfolder(s) or, click on the Test Folder icon on the right side of the screen to display the contents of the folder.

f. You can create a subfolder under the folder above by opening the folder and then reselecting the New Folder option from the File menu as described above. Only two levels of folders can be created. However, you can create multiple subfolders. Test Folder 2 and Test Folder 1 are examples of subfolders in the example below.

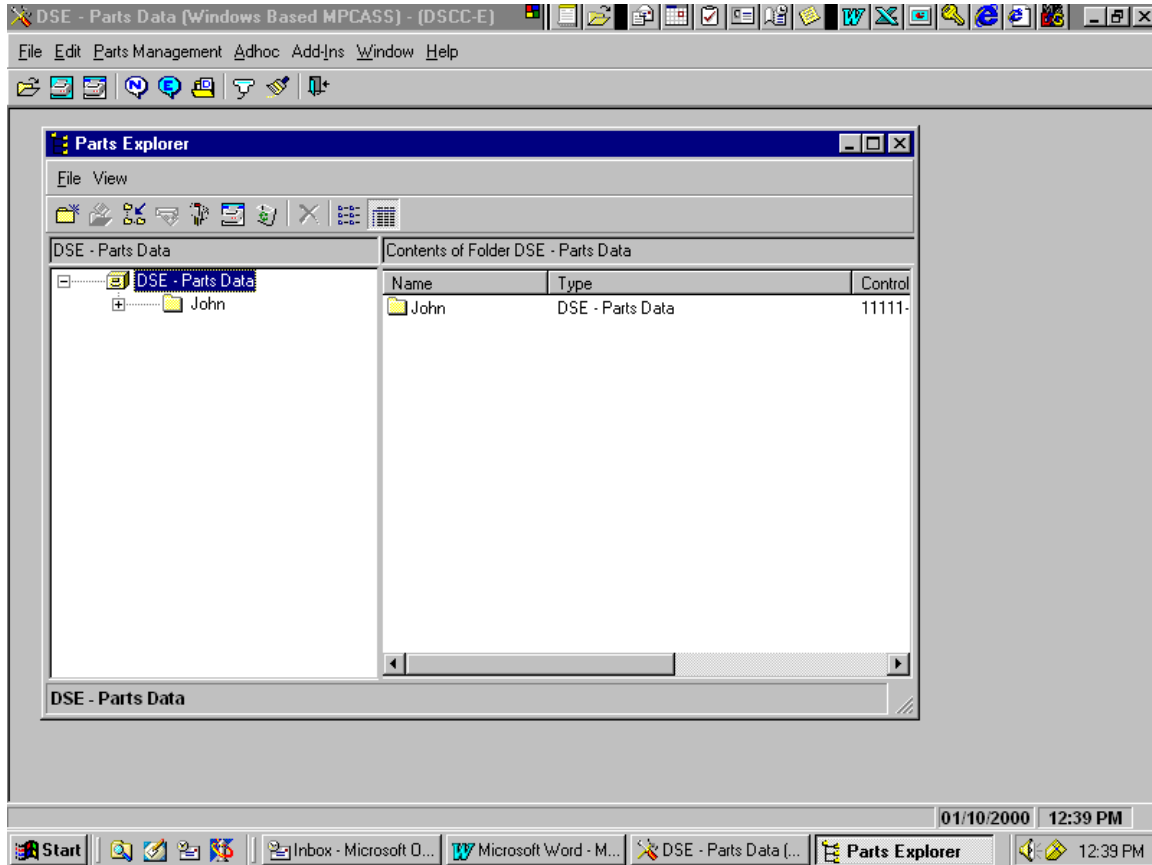


Figure 8.1.3b - FOLDER EXPLORER (SUBFOLDERS)

#### 8.1.4 ADDING TO EXISTING FOLDER

a. Use the Insert Form option on the File drop-down menu of the Folder Explorer window to insert a document such as a Microsoft Excel document or a Microsoft Word document into a folder.



Figure 8.1.4a - FOLDER EXPLORER FILE MENU (INSERT DOC)



b. To insert a document that is accessible on your hard drive into a folder:

(1) Open the folder or subfolder where you want to store the document.  
(Click on a folder icon to open it.)

(2) Select the Insert Form option on the File drop-down menu on the Folder Explorer window. The system displays the following window.

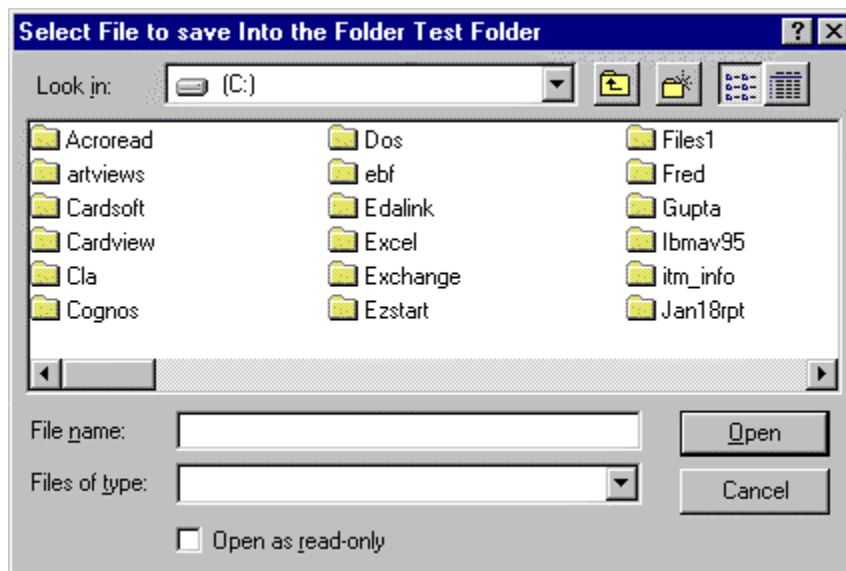


Figure 8.1.4b - SELECT FILE TO SAVE INTO THE FOLDER (FOLDER NAME) WINDOW DIRECTORIES

(3) Click on the directory where your document is stored.

(4) Highlight the document to be saved into the folder.

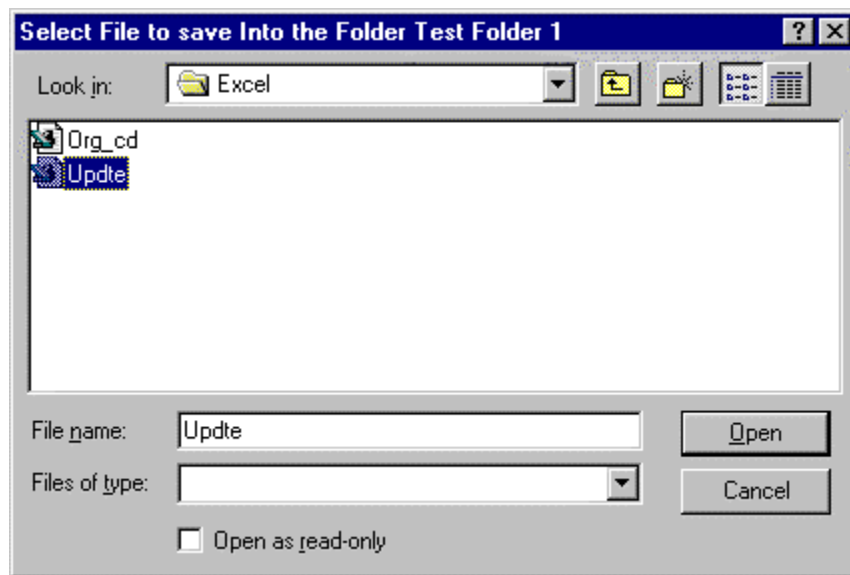


Figure 8.1.4c - SELECT FILE TO SAVE INTO THE FOLDER  
(FOLDER NAME) WINDOW FILES

(5) Select Open. The system saves the file into the open folder. An icon for the file will appear in the folder.

(6) To open the stored document, double-click on the icon or highlight the icon and depress ENTER

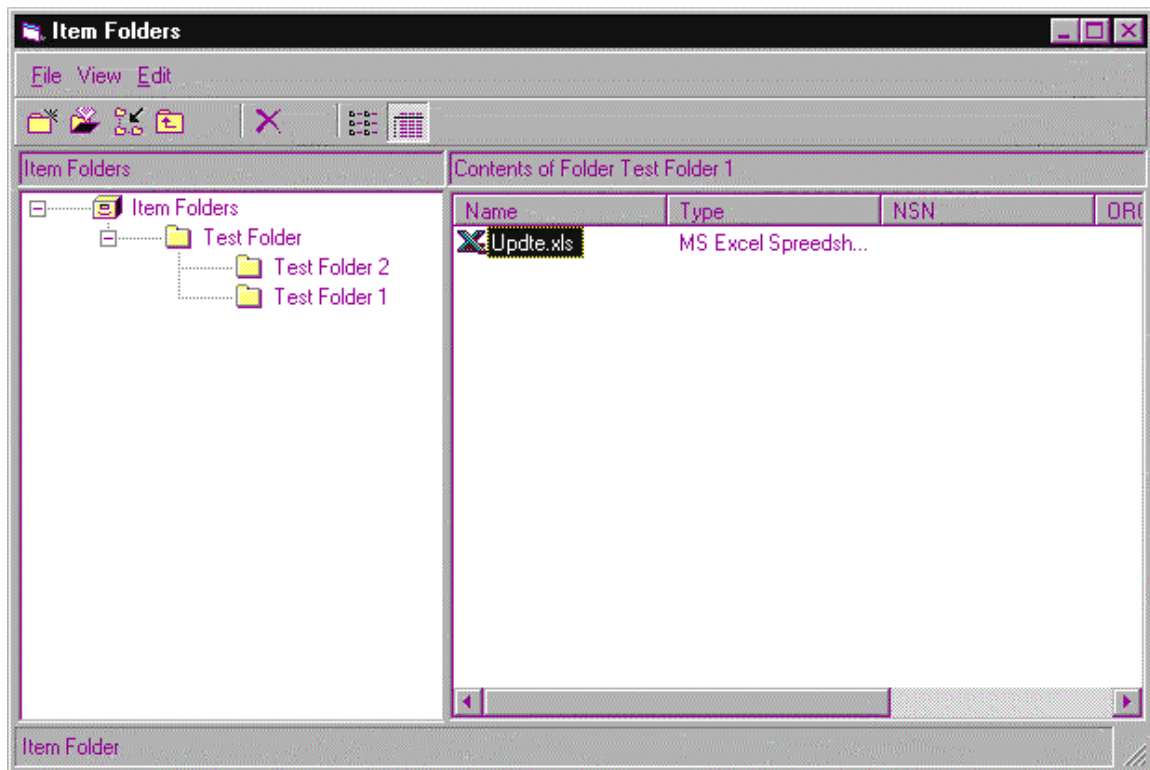


Figure 8.1.4d - FOLDER EXPLORER (INSERT FILE)

NOTE: In the Parts Data column of the Folder Explorer window, the icon for Parts Folders is a file cabinet. A folder must be open before the Insert Folder option can be used. If no folder is open, the system displays the error message below.

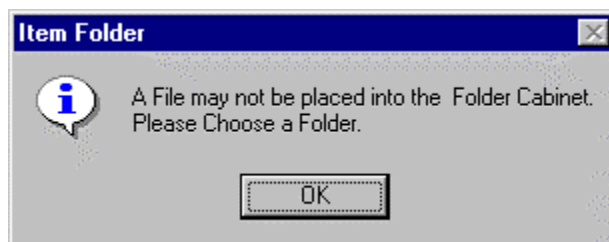


Figure 8.1.4e - SAMPLE PARTS FOLDER ERROR MESSAGE

To clear the message, click OK. Then, click on the folder icon where you wish to store the form. A folder must be open to use the Insert Folder option on the Folder Explorer window.

#### 8.1.5 REFRESHING A FOLDER (REACCESSING A SAVED FOLDER)

a. The Refresh option on the File drop-down menu on the Folder Explorer window will allow you to access the folder(s) that you wish to view by using a query option.



Figure 8.1.5a - FOLDER EXPLORER FILE MENU (REFRESH)

b. To use the Refresh option on the File drop-down menu on the Folder Explorer window:

(1) Select Refresh. The system displays the following window.

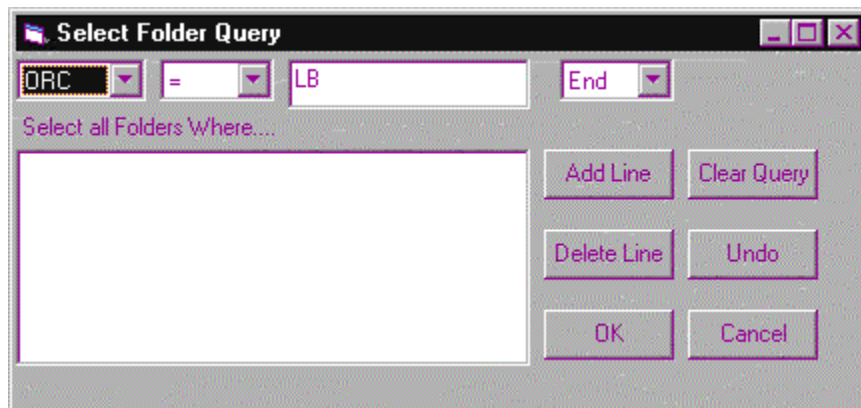


Figure 8.1.5b - SELECT FOLDER QUERY WINDOW

(2) Select the options you desire by keying them in or by highlighting one of the values in the drop-boxes and depressing ENTER. (If a drop box is attached to an entry, only entries in the drop-box may be selected. Another way to select a drop-box entry is to key in the first letter of the entry. The system will supply the rest.) A folder may be queried by ORC, Control Number, or User-ID. There may be multiple lines in a query. See the example below.

(3) Start with the last line of the query first. The system will add each additional line to the beginning of the query. In the example in Figure 4.2.1.3C below, the line ORC = LB (END) was entered first. (END means that it is the end of the query.) The query is case sensitive.

(4) When the values in the top row of boxes is the way you wish to query, select the Add Line button. The system will display the query in the box below beside the buttons.

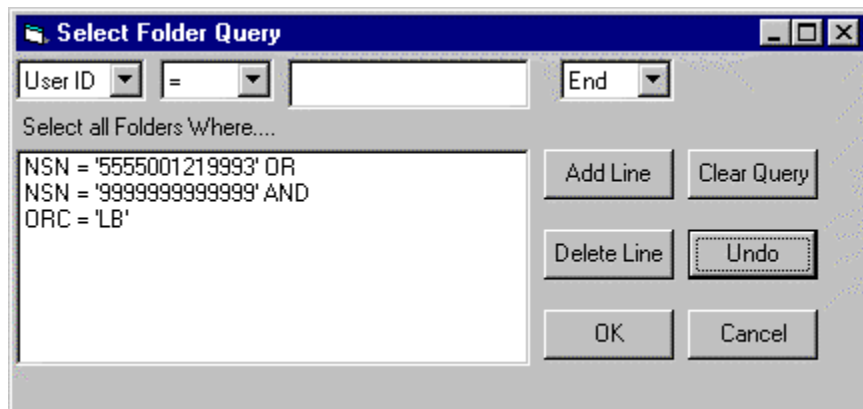


Figure 8.1.5c - SELECT FOLDER QUERY (MULTIPLE LINES)

(5) When the whole query is displayed in the text box, select the OK button to run the query. The system displays the Folder Explorer window with the folder(s) that meet the query criteria. If there is no folder that meets the selection criteria, the following window is displayed:

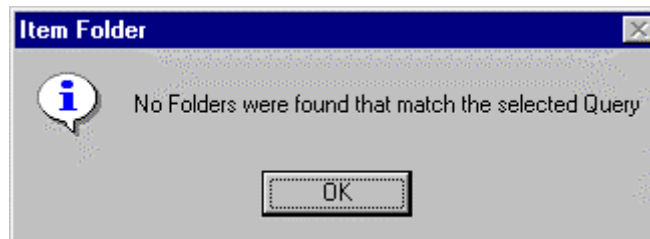


Figure 8.1.5d - NO MATCH FOR SELECTED QUERY MESSAGE

c. The table below explains the functions of the buttons on the Select Folder Query Window.

<u>BUTTONS</u>	<u>PERFORM THESE FUNCTIONS</u>
Add Line	Adds the query line which is displayed in the top row of boxes.
Delete Line	Deletes the line highlighted.
OK	Runs the query as stated in the box.
Clear Query	Clears all of the lines of the query.

## BUTTONS

Undo

## PERFORM THESE FUNCTIONS

Undoes the last deletion. If a line was deleted, the line will be re-added. If the query was cleared, the Undo button restores all of the query's lines.

Cancel

Exits the Select Folder Query window. Returns to the Folder Explorer window.

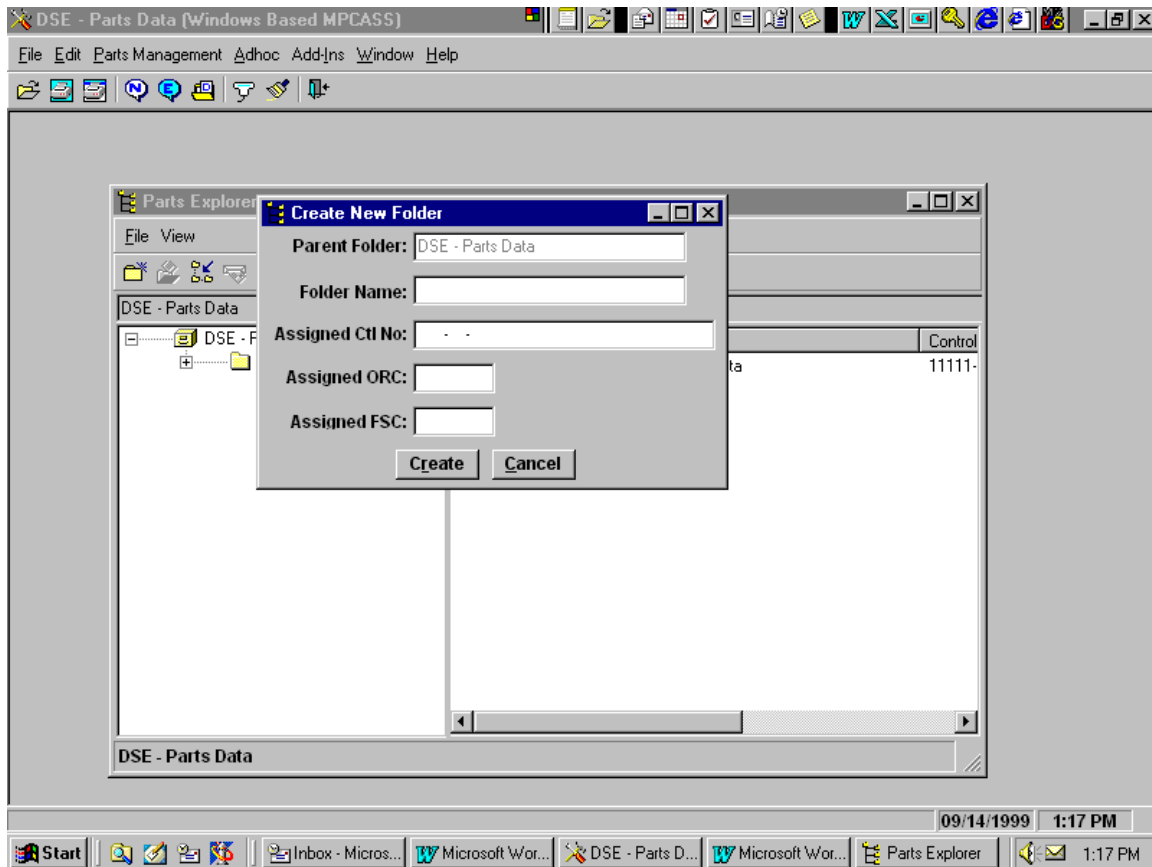


Figure 8.1.5e - UPDATE THE (FOLDER NAME) FOLDER WINDOW

#### 8.1.6 DETAILS OPTION (FOLDER EXPLORER WINDOW, VIEW MENU BAR)

On the Folder Explorer window, the Details option on the View menu bar (Figure 8.1.3a) displays the icon for the folder, document, or form; the name of the item; the type of icon (for example: Parts Folder, MS Word Document; Control Number, Federal Supply Class (FSC) and Output Routing Code (ORC) and Date. Use the right scroll bar to view the Control Number, ORC, FSC, and Date fields.

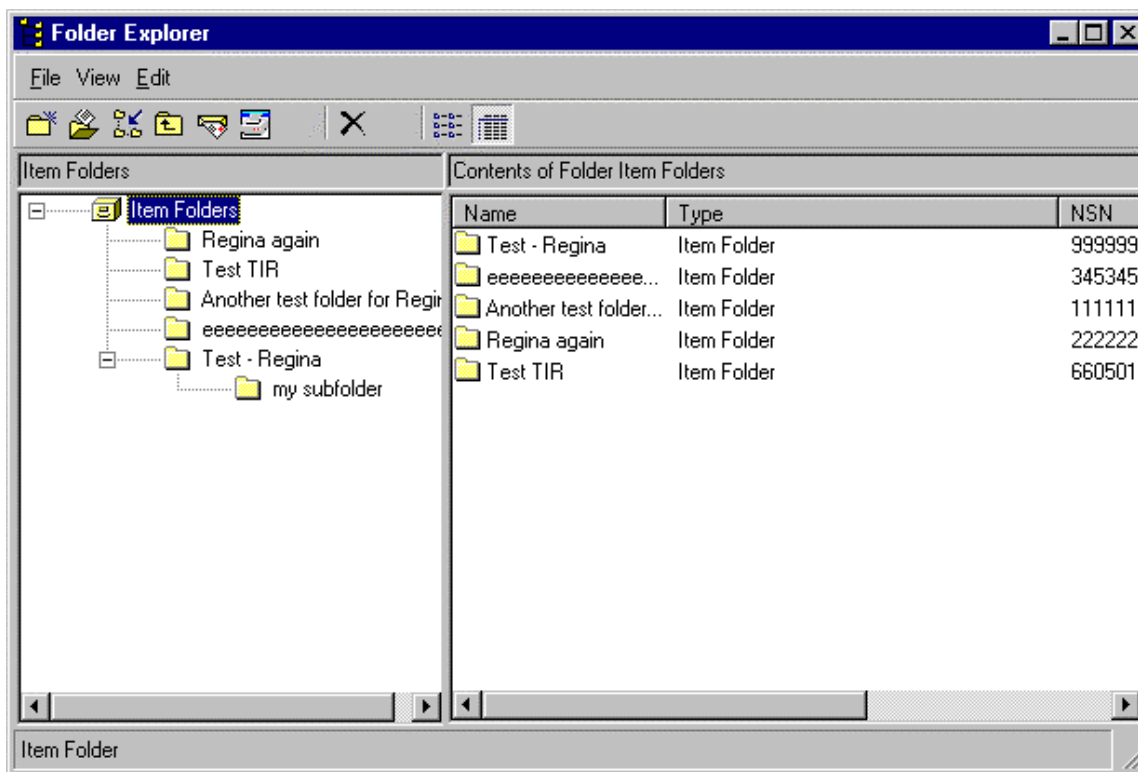


Figure 8.1.6a - FOLDER EXPLORER WINDOW DETAIL - VIEW A

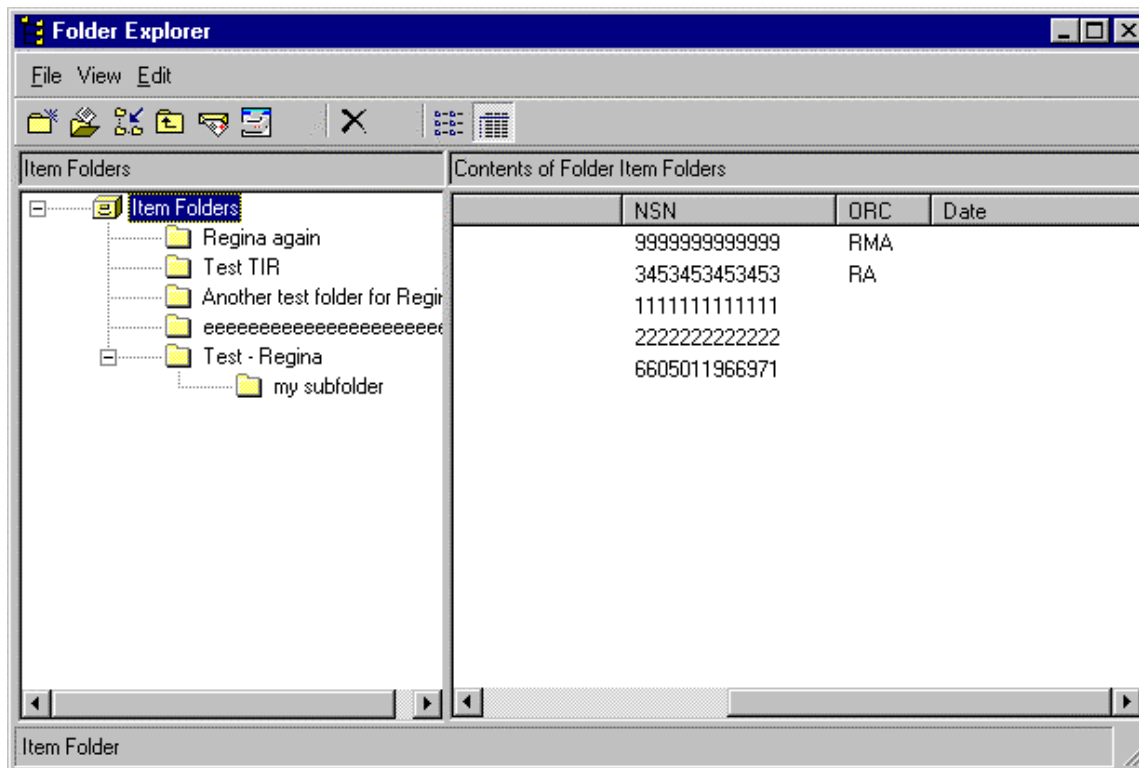


Figure 8.1.6b - FOLDER EXPLORER WINDOW DETAIL - VIEW B



#### 8.1.7 DELETE OPTION (FOLDER EXPLORER WINDOW, EDIT MENU BAR)

a. The delete option deletes a folder and all of its contents, including subfolders and their contents.

b. To delete a folder:

(1) Highlight the folder you wish to delete on the Folder Explorer window.

(2) Select Edit menu bar option. The system displays the Delete option.

(3) Select the Delete option. The system displays the following message.

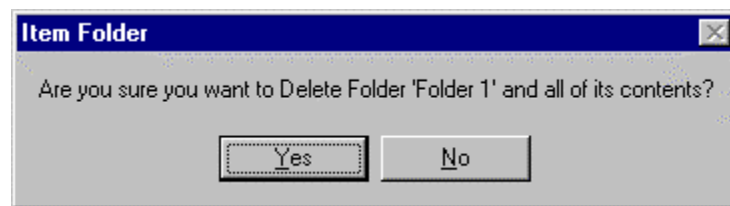


Figure 8.1.7 - PARTS FOLDER DELETE MESSAGE

## 8.2 PRINTING

a. The print function has two options, Print Screen and Print window. The table at the end of this section describes the difference between the options.

b. To access Print options:

(1) On the Item Information window, select File from the menu bar by clicking on it with the mouse, then select Print or depress ALT and key F to access the file menu and P to access the print options or depress CTRL and the letter P at the same time. The following drop-down menu appears.

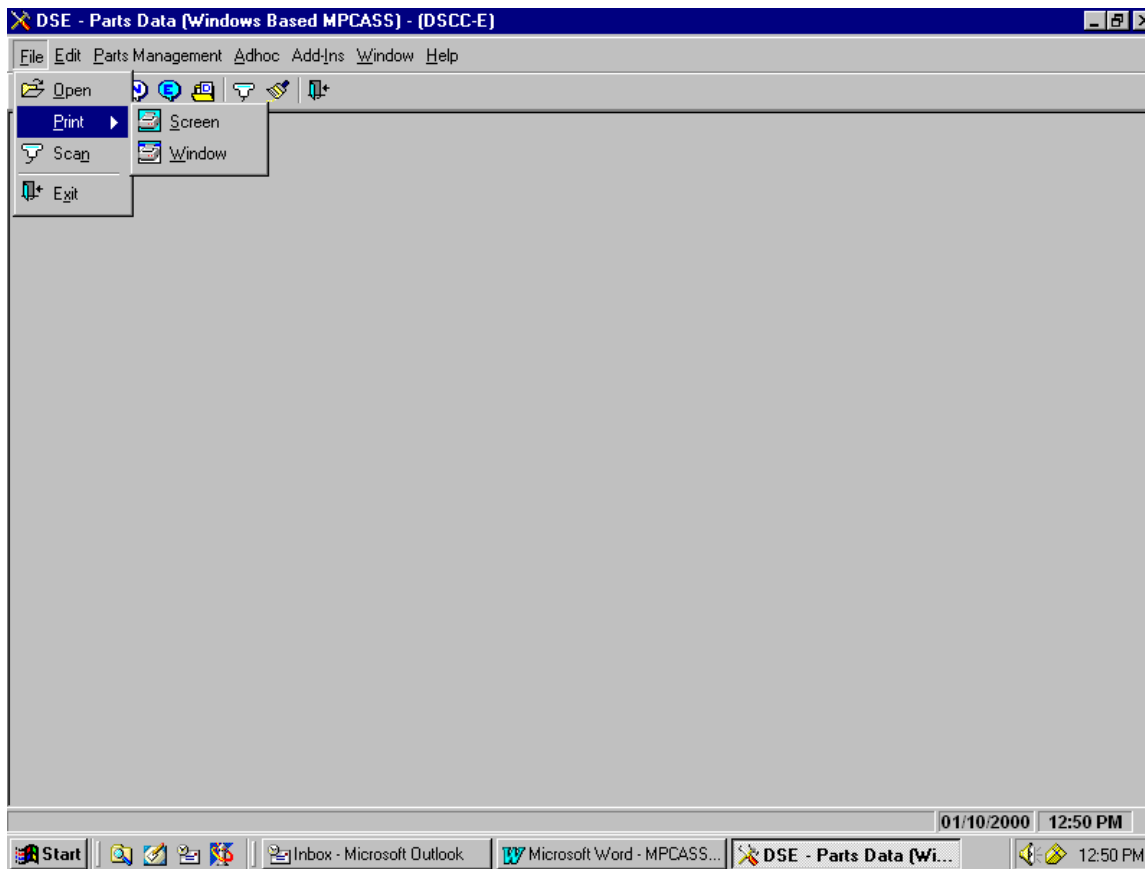


Figure 8.2 - PARTS INFORMATION WINDOW FILE DROP-DOWN  
MENU PRINT OPTIONS

(2) Select the desired option from the table below. The table lists the Print options on the File drop-down menu of the Item Information window.

<u>O</u> PTIONS	<u>P</u> ERFORM THESE FUNCTIONS
<u>P</u> rint <u>S</u> creen	Prints the area visible on your monitor.

## OPTIONS

## PERFORM THESE FUNCTIONS

### Print Window

Prints the active window. For example, if you access a screen on the Parts Management window, the screen will print without the DSE parts Data title bar.

## 8.3 SCANNING A DOCUMENT INTO A FOLDER

a. When the Scan option on the Parts Information window is selected, the Image Viewer window is displayed. See Figure 8.3 below.

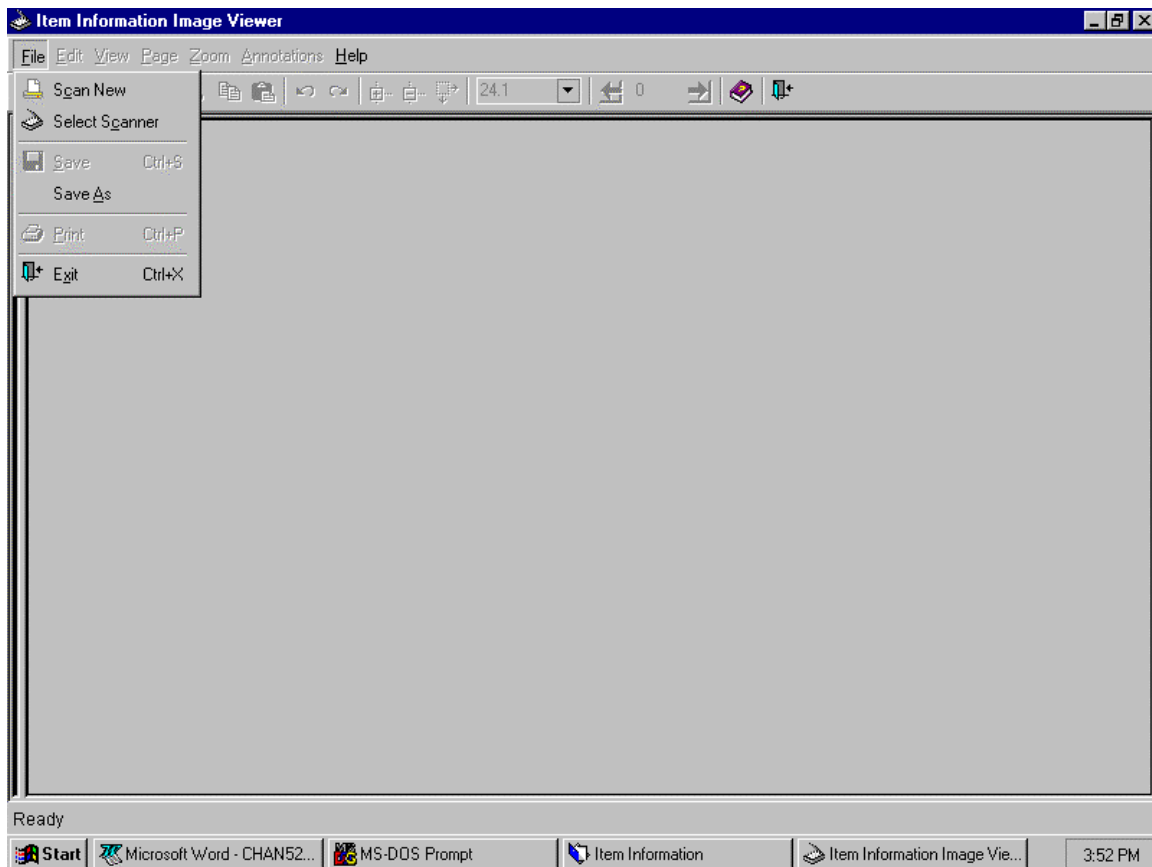


Figure 8.3 - IMAGE VIEWER (SCANNING A NEW IMAGE)

b. Notice that most menu bar options are grayed out. Just a few File options and the Help menu are available. The system also displays the Image Viewer window when a scanned object is reaccessed. For existing image files, more options are available. See sections 8.3.1 through 8.3.7 for a description of the menu options on the Image Viewer window.

c. This manual does not give information on how to operate scanners. For information on using your scanner, consult the manufacturer's instructions.

### 8.3.1 ACCESSING THE IMAGE VIEWER WINDOW FILE DROP-DOWN MENU

a. There are two ways to access the Image Viewer window. The first way is to select the Scan option from the File drop-down menu on the Parts Information window. The Scan option is described in section 4.2.4 above. The second way to access the Image Viewer window is to open a scanned document. This section describes how to open a scanned image file. Figure 8.3.1a shows a scanned TIFF drawing on the Parts Folder window.

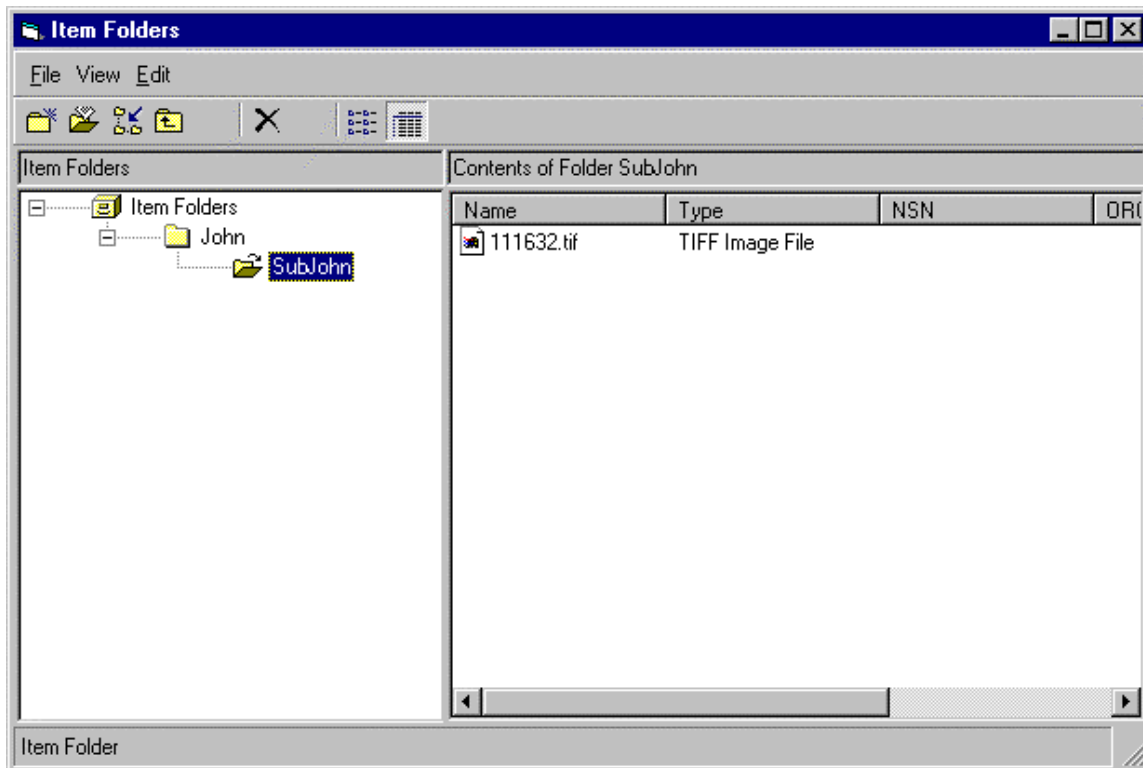


Figure 8.3.1a - TIFF IMAGE FILE ON THE PARTS FOLDER WINDOW

b. To Open The Image File:

(1) Double-click on the icon for the image file. The system displays the Image Viewer window shown in Figure 8.3.1b.

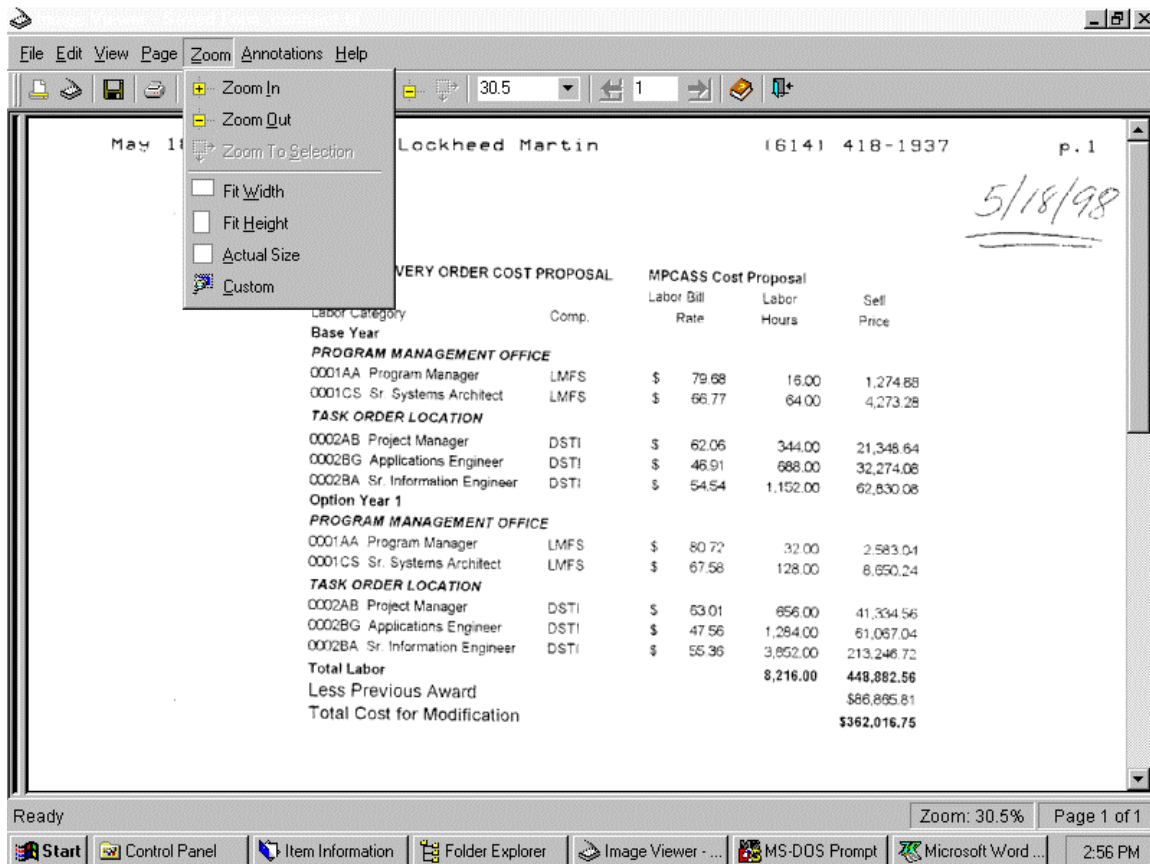


Figure 8.3.1b - IMAGE VIEWER WINDOW

(2) Select File from the menu bar by clicking on it with the mouse or by depressing ALT and F on your keyboard. The File drop-down menu in Figure 8.3.1c appears.

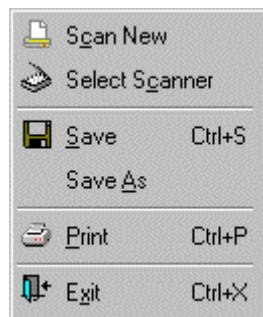


Figure 8.3.1c - IMAGE VIEWER WINDOW FILE DROP-DOWN MENU

(3) Select the desired option described in table below. The table lists the functions on the File drop-down menu of the Image Viewer window.

c. File Drop-Down Menu Options for the Image Viewer Window:

<u>FILE MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>F</u> ile: Scan New	Scans a new document into a folder.
<u>F</u> ile: Select Scanner	Selects the scanner to be used in scanning a document.
<u>F</u> ile: <u>S</u> ave	Saves changes made to an image file. To save changes made to the image without accessing the drop-down menu, depress CTRL plus S.
<u>F</u> ile: Save <u>A</u> s	Saves the image file under a different file name.
<u>F</u> ile: <u>P</u> rint	Prints the selected image file. To print the image without accessing the drop-down menu, depress CTRL plus P. The options button on the print window allows you the option to print annotations and to choose the size of the image.
<u>F</u> ile: <u>E</u> xit	Exits the Image Viewer window. To exit the Image Viewer window without accessing the drop-down menu, depress CTRL plus X.

### 8.3.2 ACCESSING THE IMAGE VIEWER WINDOW EDIT DROP-DOWN MENU

To access the Edit drop-down menu on the Image Viewer window:

- a. Select Edit from the menu bar by clicking on it with the mouse or by depressing ALT and E on your keyboard. The Edit drop-down menu in Figure 8.3.2 appears.

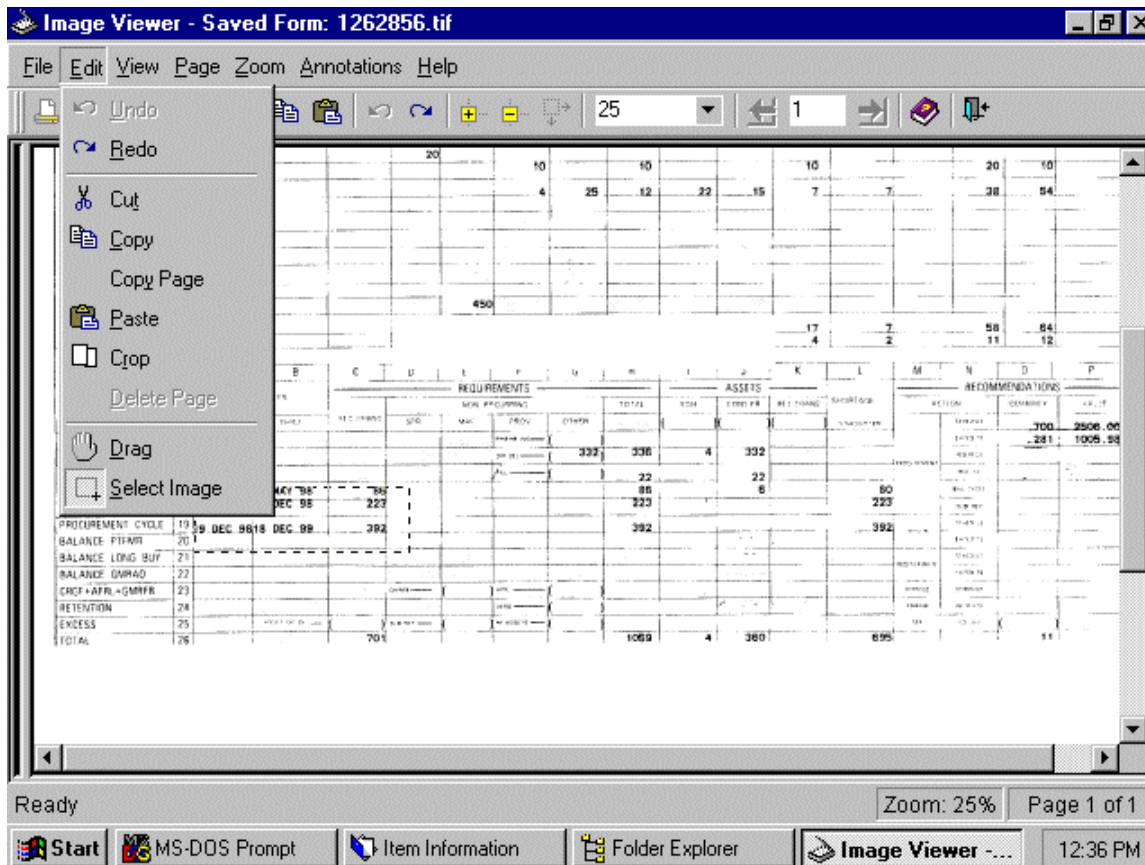


Figure 8.3.2

- b. Select the desired option described in table below. The table lists the functions on the Edit drop-down menu of the Image Viewer window.

- c. Edit Drop-Down Menu Options for the Image Viewer Window:

#### EDIT MENU OPTIONS

#### PERFORM THESE FUNCTIONS

Edit: Undo

Undoes the last cut and paste change only. It will undo either the cut or the paste associated with a cut and paste change. This option does not undo a copy and paste change.

EDIT MENU OPTIONSPERFORM THESE FUNCTIONS

<u>E</u> dit: <u>R</u> edo	Redoes the last cut or paste change to an image. This option does not work with copy and paste.
<u>E</u> dit: <u>C</u> ut	Removes a selection from its current position. Use the arrow to draw a box around the selection you wish to remove. (Use the Paste command to insert the highlighted selection into a new location.)
<u>E</u> dit: <u>C</u> opy	Makes a copy of a highlighted selection. (Use the Paste command to insert the selection at the upper left hand corner of the current window.)
<u>E</u> dit: <u>C</u> opy <u>P</u> age	Copies the Page where the cursor is located. (Use the Paste command to insert the page into a new location.)
<u>E</u> dit: <u>P</u> aste	Inserts a previously copied or cut selection at the upper left hand corner of the current window. (See the Cut, Copy, and Copy Page options above.)
<u>E</u> dit: <u>C</u> rop	Crops the page to remove any margins at the sides, top or bottom of the page.
<u>E</u> dit: <u>D</u> ele <sup>t</sup> e Page	Deletes the page where the cursor is positioned.
<u>E</u> dit: <u>D</u> rag	Allows the image file to be moved in any direction. Position the hand symbol with the mouse. Click and hold down the left mouse button. Drag the image to the screen position desired.
<u>E</u> dit: <u>S</u> elect Image	Highlights an image.



### 8.3.3 ACCESSING THE IMAGE VIEWER WINDOW VIEW DROP-DOWN MENU

To access the View drop-down menu on the Image Viewer window:

- a. Select View from the menu bar by clicking on it with the mouse or by depressing ALT and V on your keyboard. The View drop-down menu in Figure 8.3.3 appears.

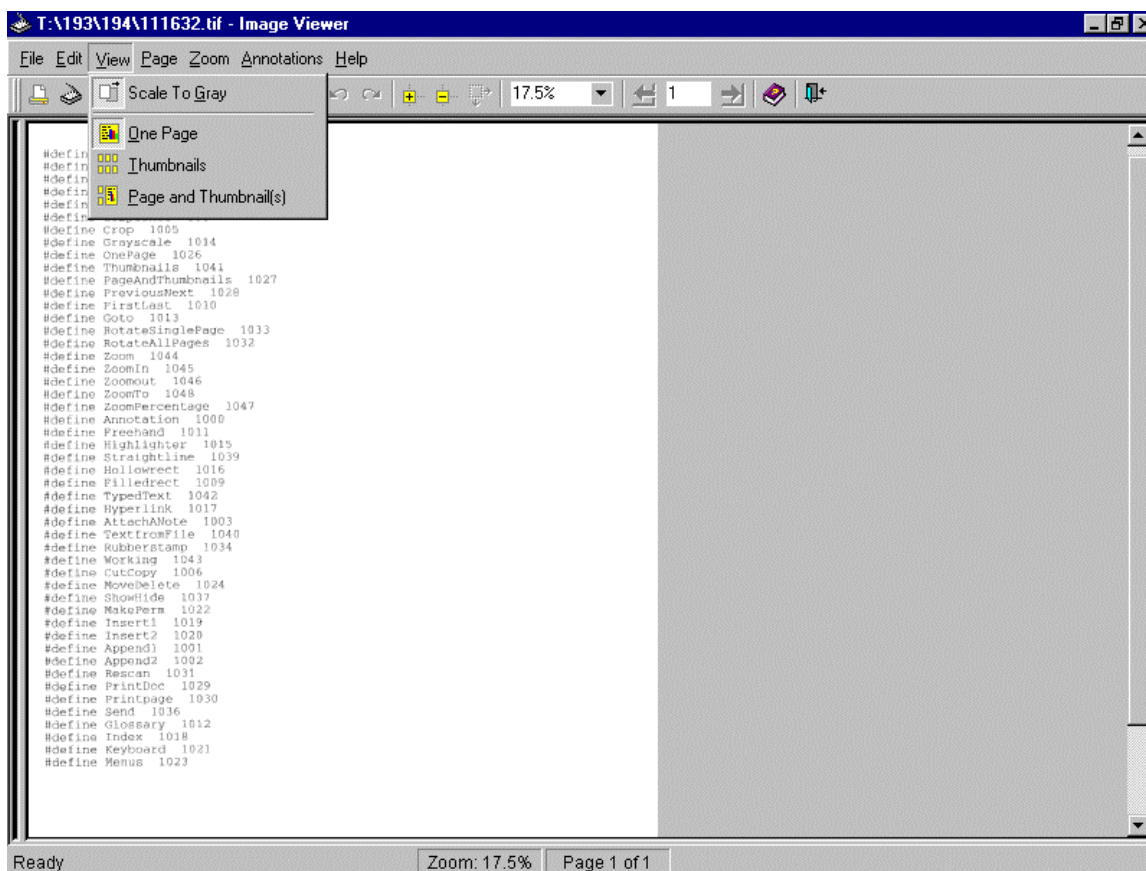


Figure 8.3.3 - IMAGE VIEWER WINDOW VIEW DROP-DOWN MENU

- b. Select the desired option described in table below. The table lists the functions on the View drop-down menu of the Image Viewer window.

- c. View Drop-Down Menu Options for the Image Viewer Window:

<u>VIEW MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>V</u> iew: <u>S</u> cale to <u>G</u> ray	Acts as a toggle switch to darken figures or print on an image file. Select the option again to return to the original undarkened print.
<u>V</u> iew: <u>O</u> ne Page	View one page at a time.

#### VIEW MENU OPTIONS

View: Thumbnails

View:  
Page and  
Thumbnails

#### PERFORM THESE FUNCTIONS

View small thumbnail size versions of the pages in a scanned image.

Splits the screen vertically. The system displays thumbnail sized versions of each page on the left. On the right, the system displays the full sized page. Use the scroll bars to page through the document.

#### 8.3.4 ACCESSING THE IMAGE VIEWER WINDOW PAGE DROP-DOWN WINDOW:

To access the Page drop-down menu on the Image Viewer window:

a. Select Page from the menu bar by clicking on it with the mouse or by depressing ALT and P on your keyboard. The Page drop-down menu in Figure 8.3.4a appears. (The icons for some of the options may be selected directly from the toolbar.)

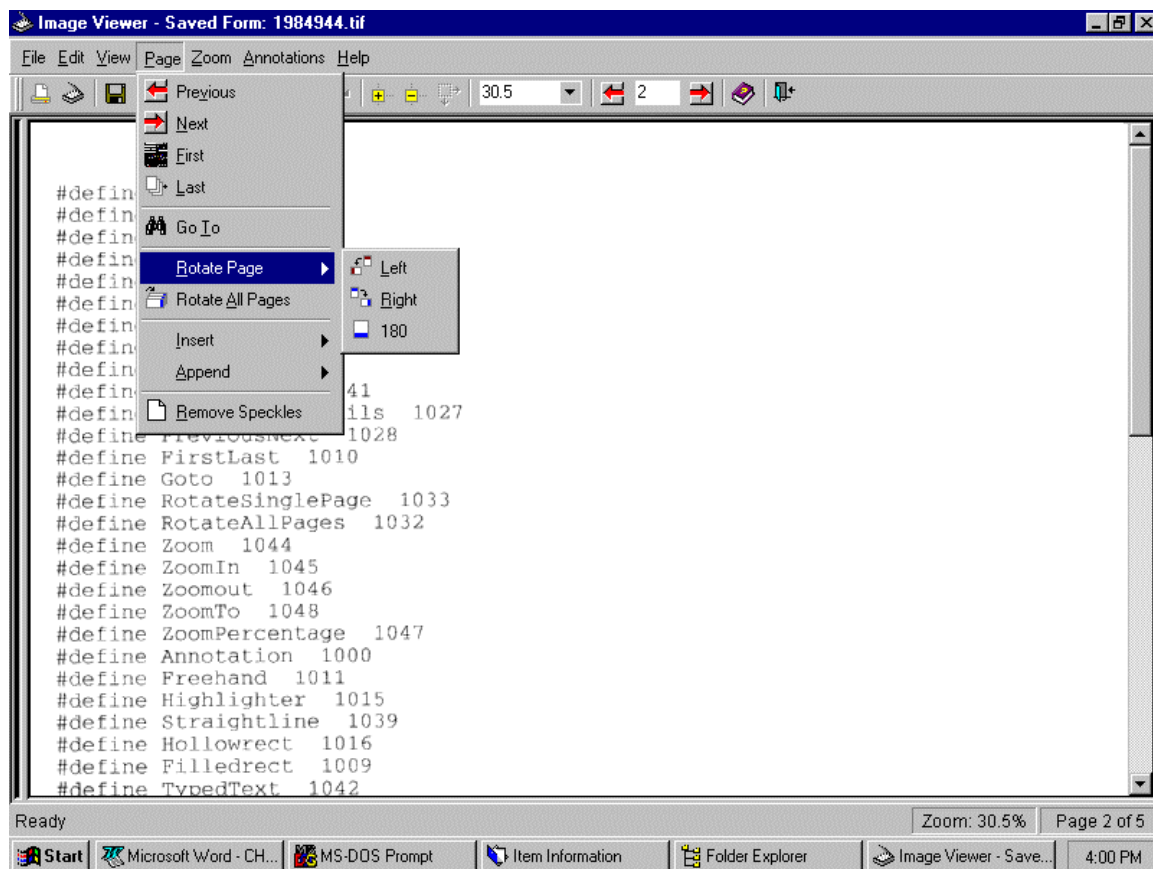


Figure 8.3.4a - IMAGE VIEWER WINDOW PAGE DROP-DOWN MENU

b. Select the desired option described in table below.

(1) Three of the options on the Page drop-down menu have additional options under them. The Rotate Page option has additional options displayed in Figure 8.3.4a above. Figure 8.3.4b shows the additional options for the Insert option. Figure 8.3.4c shows the additional options for the Append option.



Figure 8.3.4b - IMAGE VIEWER WINDOW  
(PAGE DROP-DOWN MENU - OPTIONS UNDER INSERT)

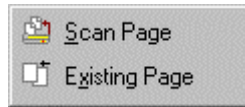


Figure 8.3.4c - Image Viewer Window  
(PAGE DROP-DOWN MENU - OPTIONS UNDER APPEND)

(2) The table below lists Page Drop-Down Menu Options for the Image Viewer Window:

<u>PAGE MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>P</u> age: <u>P</u> revious	Displays the preceding page of the selected scanned image.
<u>P</u> age: <u>N</u> ext	Displays the next page of the selected scanned image.
<u>P</u> age: <u>F</u> irst	Displays the first page of the selected scanned image.
<u>P</u> age: <u>L</u> ast	Displays the last page of the selected scanned image.
<u>P</u> age: Go <u>T</u> o	Displays the page keyed in by the user for the selected scanned image.
<u>P</u> age: <u>R</u> otate <u>P</u> age <u>L</u> eft:	Rotates the image page a 90 degree turn to the left.
<u>P</u> age: <u>R</u> otate Page: <u>R</u> ight	Rotates the image page a 90 degree turn to the right.
<u>P</u> age: <u>R</u> otate Page:	180 Rotates the image page 180 degrees.

PAGE MENU OPTIONS

PERFORM THESE FUNCTIONS

Page: Rotate All  
Pages

Rotates all pages in the scanned image.  
The default is 90 degrees to the right,  
but you have the option to change the  
degrees or the direction of the rotation.

Page: Insert:  
Scan Page

Inserts the page that you scan above the  
current page.

Page: Insert:  
Existing Page

Inserts an existing page above the  
current page.

Page: Append:  
Scan Page

Appends the page that you scan to the end  
of the document.

Page: Append:  
Existing Page

Appends an existing page to the end of the  
document.

Page: Remove Speckles

Removes speckles from a scanned  
document.

### 8.3.5. ACCESSING THE IMAGE VIEWER WINDOW ZOOM DROP-DOWN MENU

To access the Zoom drop-down menu on the Image Viewer window:

- a. Select Zoom from the menu bar by clicking on it with the mouse or by depressing ALT and Z on your keyboard. The Zoom drop-down menu in Figure 8.3.5 appears. (The icons for some of the options may also be selected directly from the toolbar.)

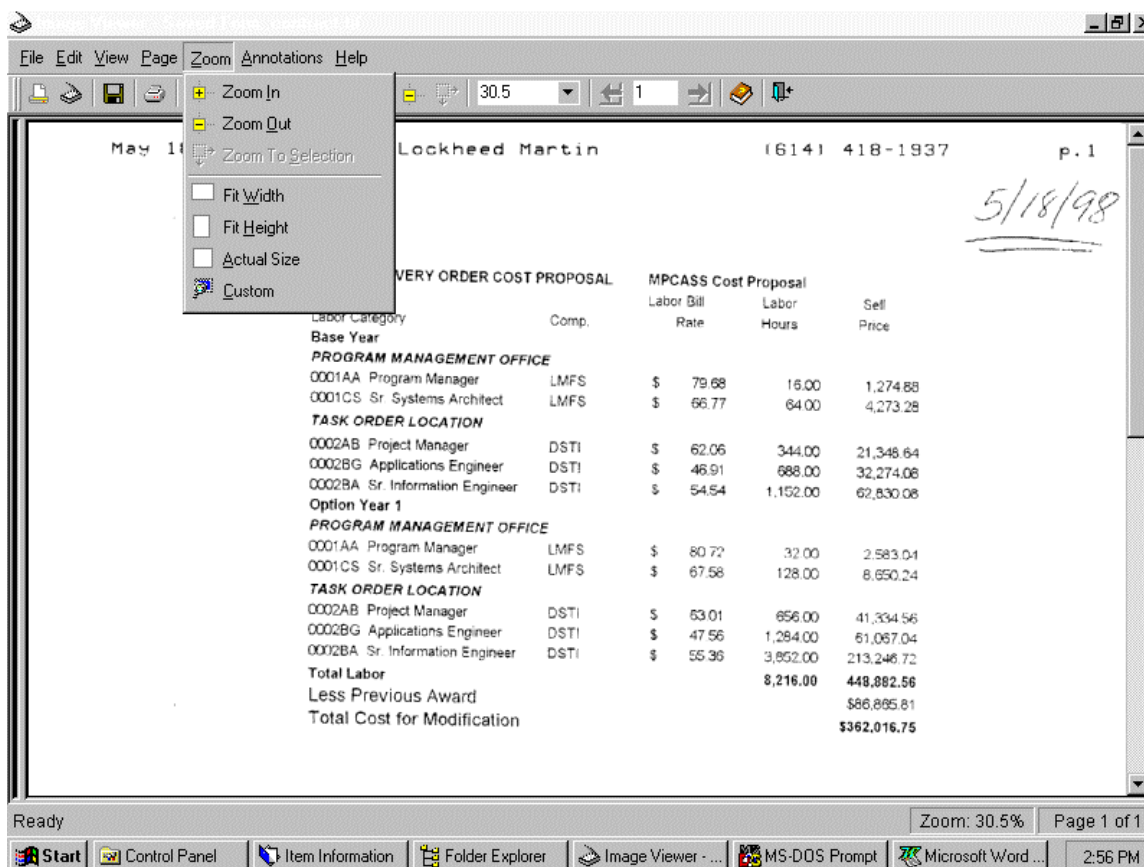


Figure 8.3.5 - IMAGE VIEWER WINDOW ZOOM DROP-DOWN MENU

- b. Select the desired option described in table below. The table lists the functions on the Zoom drop-down menu of the Image Viewer window.

- c. Zoom drop-down menu options for the Image Viewer window:

<u>ZOOM MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>Z</u> oom: <u>Z</u> oom <u>I</u> n	Zooms in by 5% on the current page to make the image larger.
<u>Z</u> oom: <u>Z</u> oom <u>O</u> ut	Zooms out by 5% on the current page to make the image smaller.

ZOOM MENU OPTIONSPERFORM THESE FUNCTIONS

Zoom: Zoom to  
Selection

Zooms in on a selected area to enlarge it to fill the screen. (To select a portion of an image, use the Select Image option on the Edit drop-down menu.)

Zoom: Fit Width

Fits the width of the image page to the width of the screen.

Zoom: Fit Height

Fits the height of the image page to the height of the screen.

Zoom: Actual Size

Displays the image in its actual size.

Zoom: Custom

Displays a box where the scale percentage for the image may be typed in or selected from a drop box. The typed in percentage may be any number up to three digits long. The drop box contains percentages between 25% and 400%.

### 8.3.6 ACCESSING THE IMAGE VIEWER WINDOW ANNOTATIONS DROP-DOWN MENU

To access the Annotations drop-down menu:

a. Select Annotations from the menu bar by clicking on it with the mouse or by depressing ALT and A on your keyboard. The Annotations drop-down menu in Figure 8.3.6 appears.

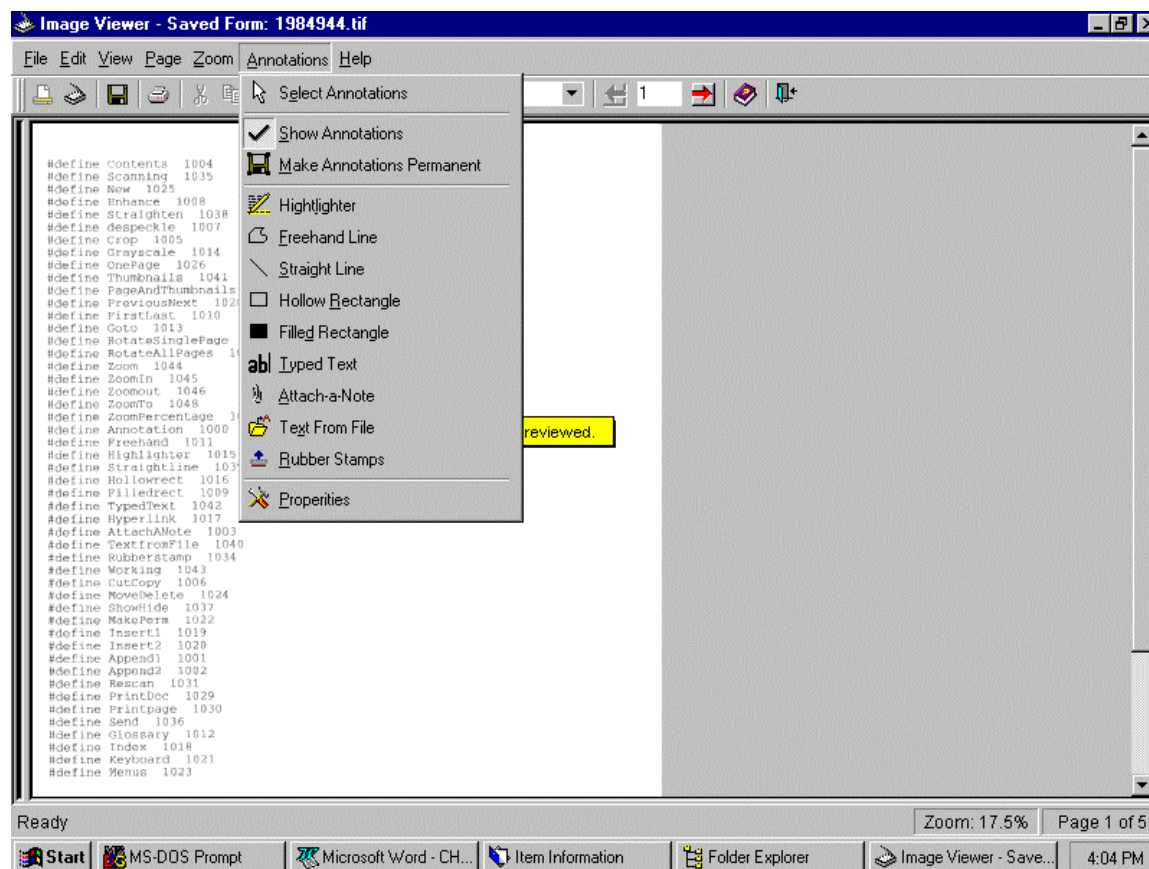


Figure 8.3.6 - IMAGE VIEWER WINDOW ANNOTATIONS DROP-DOWN MENU

b. Select the desired option described in table below. The table lists the functions on the Annotations drop-down menu of the Image Viewer window.

c. Annotations drop-down menu options for the Image Viewer window:

<u>ANNOTATIONS MENU OPTIONS</u>	<u>PERFORM THESE FUNCTIONS</u>
<u>A</u> nnotations: <u>S</u> elect Annotations	Highlights annotations. To delete an annotation, highlight the annotation and depress Delete
<u>A</u> nnotations: <u>S</u> how Annotations	Displays the annotations made to a file. If Show Annotations is selected, the system displays a check beside the Show Annotations Option as shown in Figure 8.3.6. Reselect the option to turn off the Show Annotations option. The check mark will disappear.
<u>A</u> nnotations: <u>M</u> ake Annotations Permanent	Makes the annotations (for example notes, rubber stamps, highlighting, etc.) permanent. Unless the image is in color, the annotations will become black and white once they are made permanent.
<u>A</u> nnotations: <u>H</u> ighl <u>i</u> ghter	Highlights an area in the image file.
<u>A</u> nnotations: <u>F</u> reehand Line	Allows drawing in the image file.
<u>A</u> nnotations: <u>S</u> traight Line	Makes a straight line in the image file.
<u>A</u> nnotations: <u>H</u> ollow <u>R</u> ectangle	Makes a hollow rectangle in An image file. The image file shows through the rectangle.
<u>A</u> nnotations: <u>F</u> illed Rectangle	Makes a filled rectangle in an image file.
<u>A</u> nnotations: <u>T</u> yped Text	Inserts text into the image file.
<u>A</u> nnotations: <u>A</u> ttach a Note	Inserts highlighted text into the image file.



ANNOTATIONS MENU OPTIONS

Annotations: Text from File

Annotations: Rubber Stamps

Annotations: Properties

PERFORM THESE FUNCTIONS

Places text from a .txt file into the image file.

Rubber stamps the image file. Design your own rubber stamps. For example, mark a file confidential, draft, final, etc. You have the option to make the date and time part of your stamp. This option also allows you to modify existing stamps.

Displays the Annotation Tools window. Select the tool you wish to use. Choices are: Highlighter, Freehand Line, Straight Line, Hollow Rectangle, Filled Rectangle, Typed Text, Attach-A-Note, Text From File, and Rubber Stamp.

### 8.3.7 ACCESSING THE IMAGE VIEWER WINDOW HELP DROP-DOWN MENU

To access the Help drop-down menu:

- a. Select Help from the menu bar by clicking on it with the mouse or by depressing ALT and H on your keyboard. The Help drop-down menu in Figure 8.3.7a appears. (Some help options may be accessed through tool bar icons.)

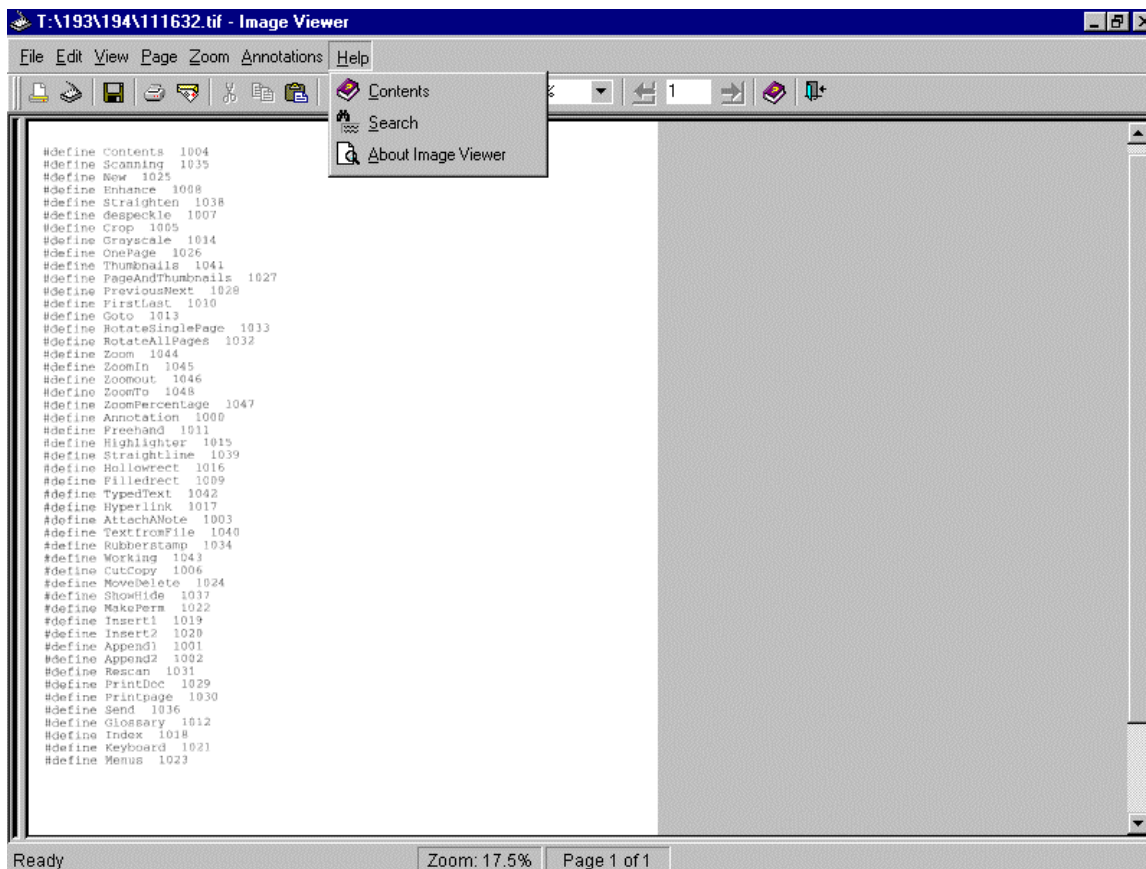


Figure 8.3.7a - IMAGE VIEWER WINDOW HELP DROP-DOWN MENU

- b. Select the desired option described in table below. The table lists the functions on the Help drop-down menu of the Image Viewer window.

- c. Help drop-down menu options for the Image Viewer window:

#### HELP MENU OPTIONS

#### PERFORM THESE FUNCTIONS

Help: Contents

Displays the Help Table of Contents.

Help: Search

Allows the help to be searched for a specific word or topic.

HELP MENU OPTIONS

Help: About Image Viewer

PERFORM THESE FUNCTIONS

Displays the About Parts Folder window in Figure 8.3.7b below. The window lists the developer, the version number of the application, and the environment required to run the application.

FIGURE MISSING

Figure 8.3.7b - ABOUT DSE PARTS DATA

## SECTION 9 ADD-INS

### 9.1 ACCESSING ADD-INS OPTIONS ON THE DSE PARTS DATA WINDOW

a. The Add-In menu provides the ability to execute other applications while in the DSE Parts Data application. Use the Add-In Manager to pull the executable files from other applications accessible from your hard drive into the DSE Parts Data application.

b. The following screens/windows (Figures 9.1a through 9.1e) walk you through the Add-In process. For additional information, see DLAM 4745.47, Volume VI, Part 1, Section 4.5 through Section 4.7.

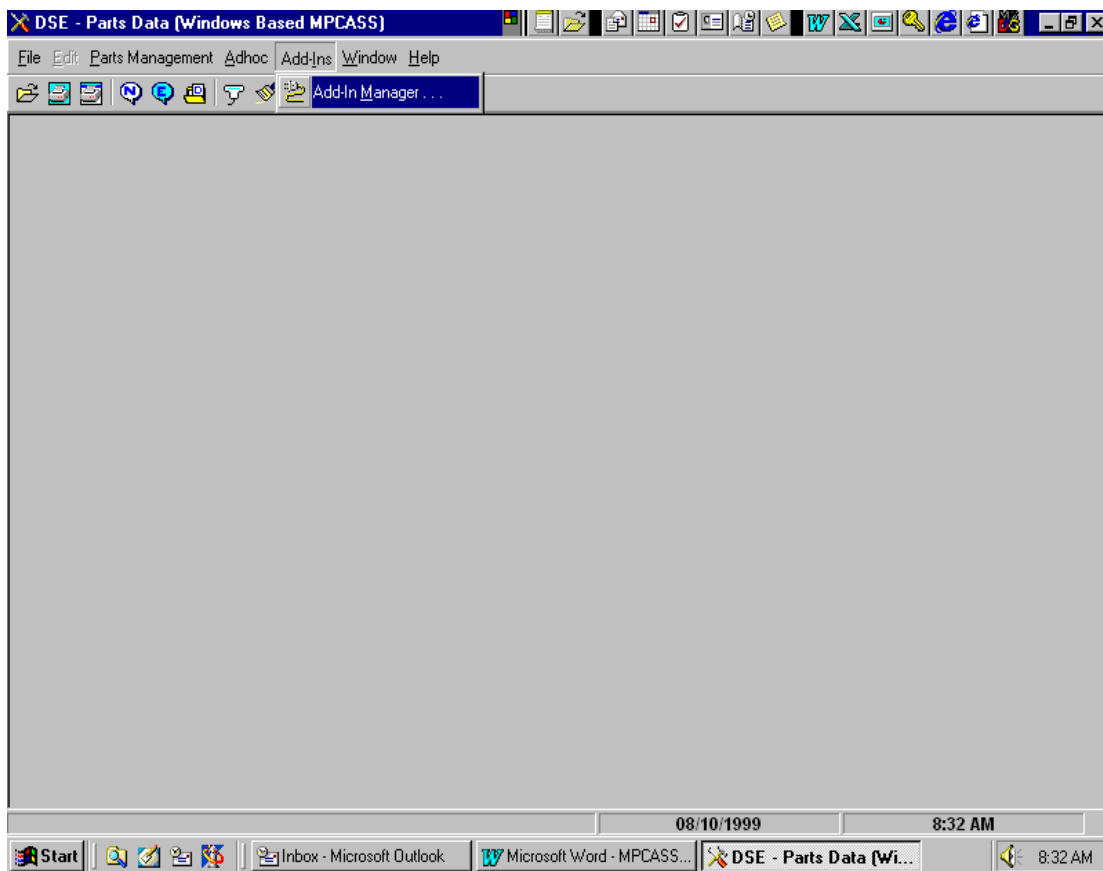


Figure 9.1a - SELECT ADD-IN MANAGER FROM THE DROP-DOWN MENU

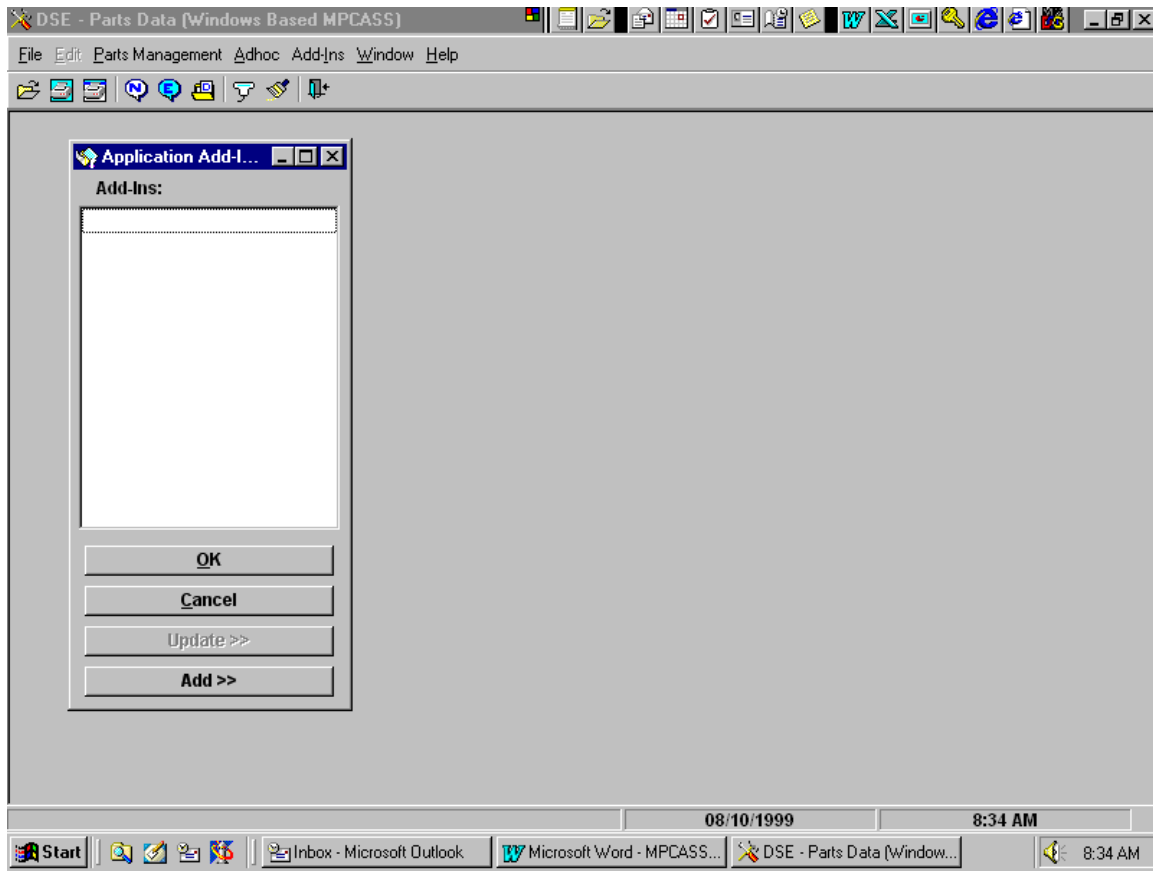


Figure 9.1b - TO ADD AN EXECUTABLE, CLICK ON ADD>> BUTTON

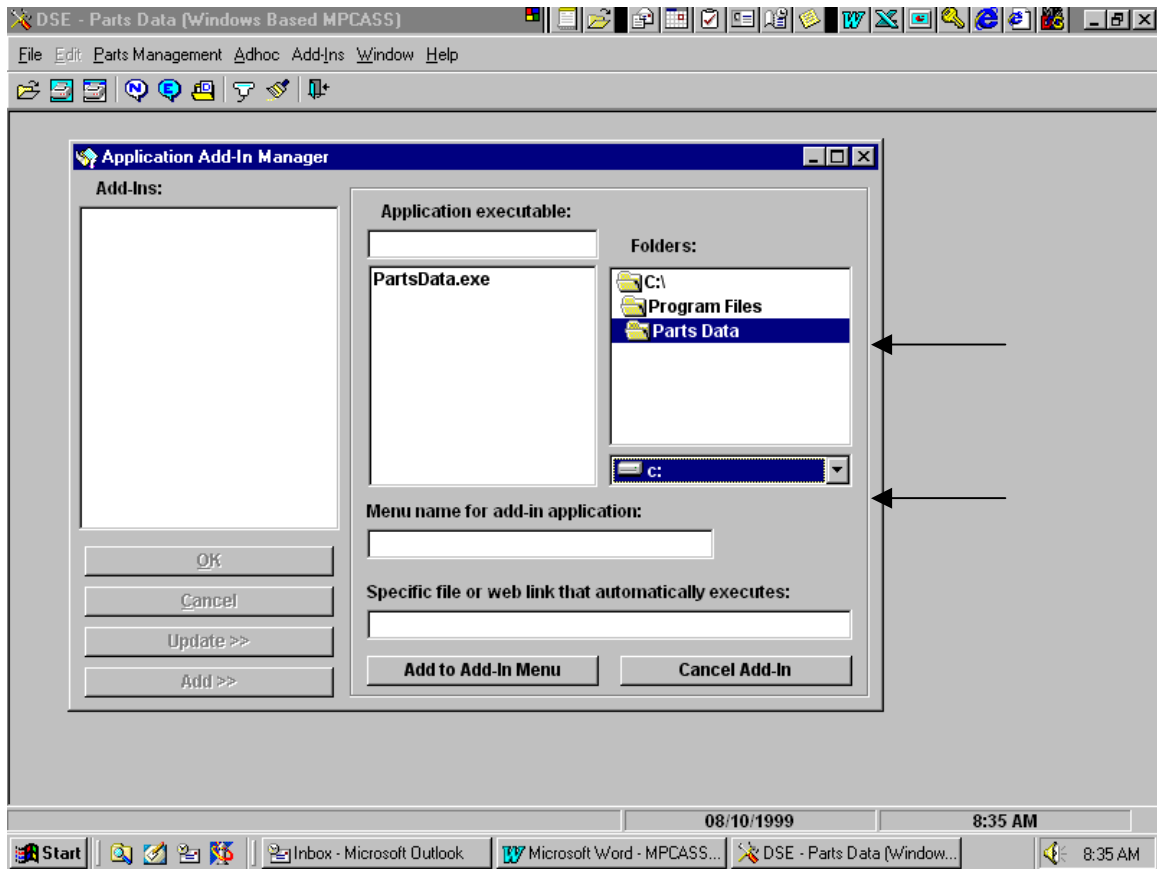


Figure 9.1c - DOUBLE CLICK ON THE PROGRAM AREA, CHOOSING DRIVE WITH DROP-DOWN SELECTION

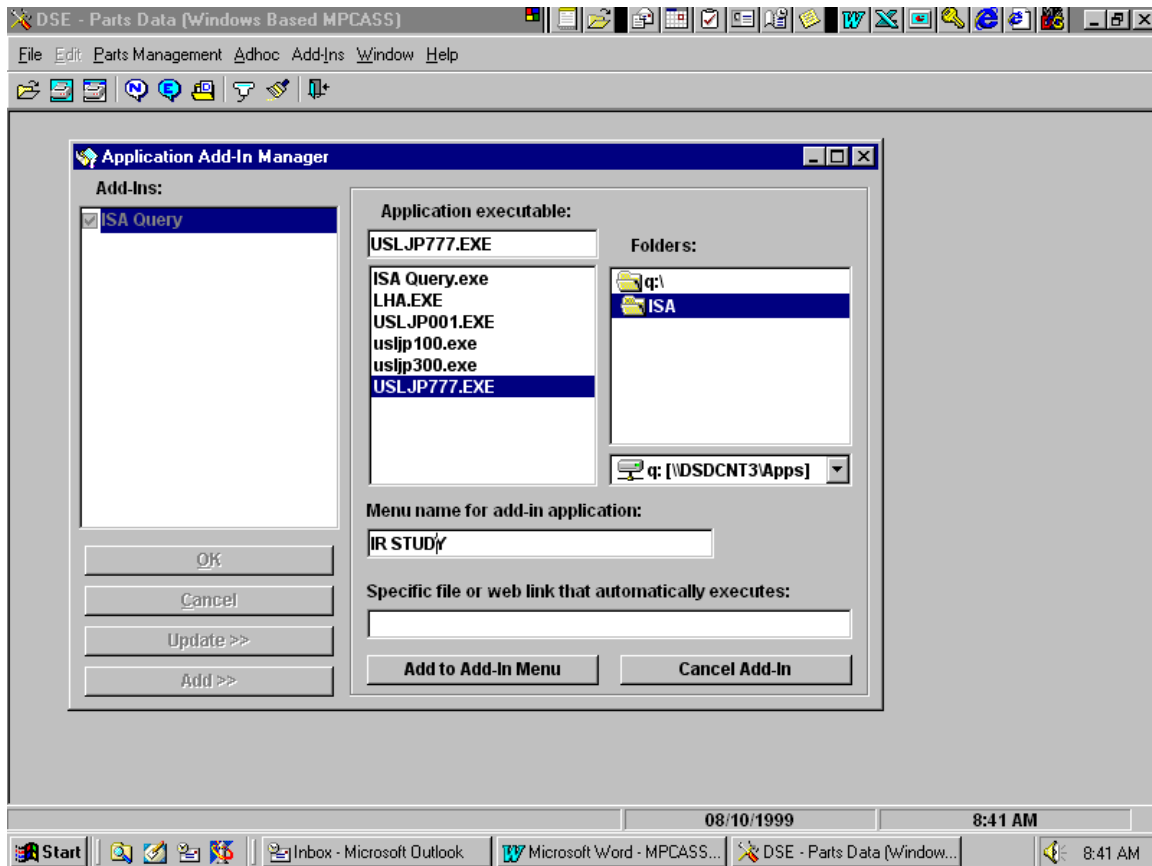


Figure 9.1d - DOUBLE-CLICK ON THE EXECUTABLE YOU WISH TO ADD

c. Then, add the menu name for the add-in. Click ADD to Add-In Menu. Continue to add others or if done, click on OK.

d. To delete an Add-in. Click on the ✓ next to the add-in that you want to delete. The add-in will not be on the list the next time the add-in list is displayed.

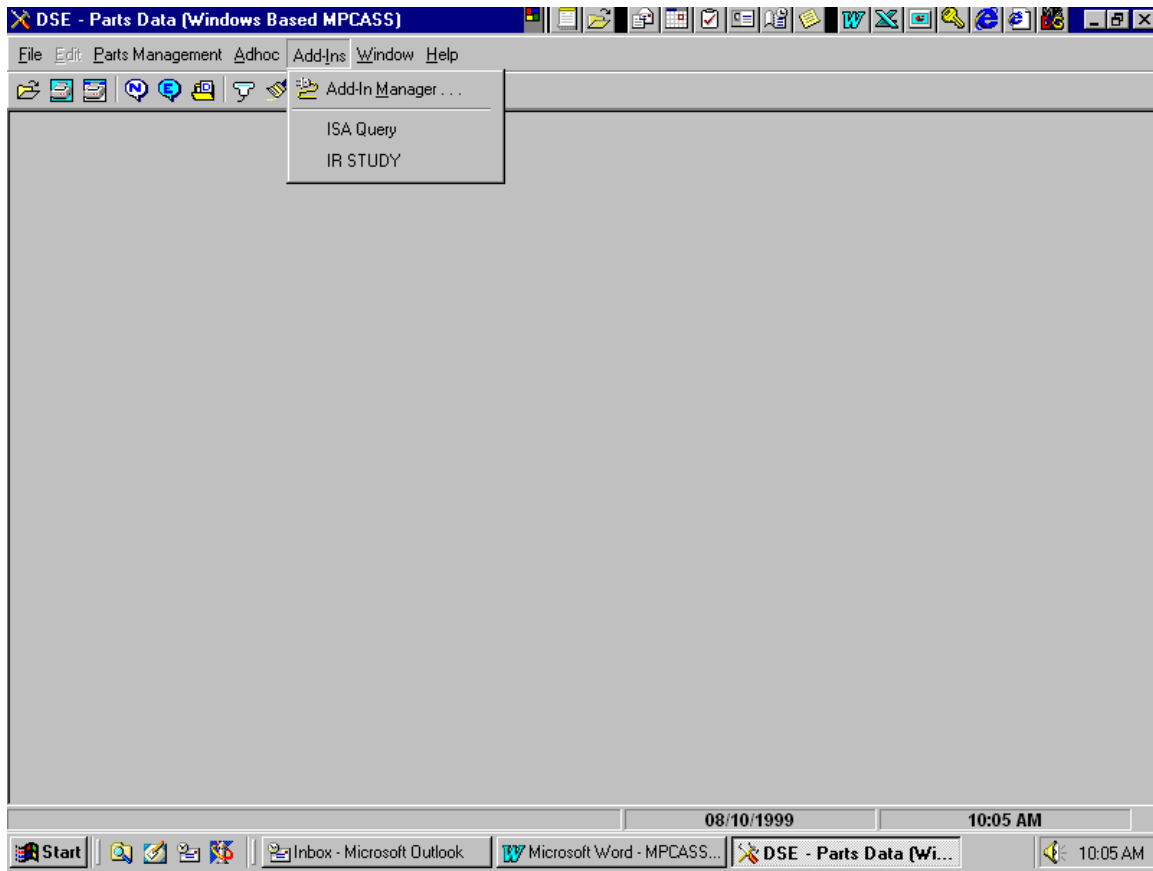


FIGURE 9.1e - THE ADDED EXECUTABLES ARE NOW A SELECTION FROM ADD-IN DROP-DOWN

e. When selected, the system will take you directly to the selected executable.



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